



Shannon Templet  
Director

**State of Louisiana**  
**DEPARTMENT OF CIVIL SERVICE**  
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February 15, 2010

Mrs. Mary L. Livers, Deputy Secretary  
Office of Juvenile Justice  
P.O. Box 66458  
Baton Rouge, LA 70896

Dear Mrs. Livers:

**Please make this letter generally available to the employees of Office of Juvenile Justice - Field Services (Probation & Parole).**

In response to your letter dated February 5, 2010 proposing a layoff at Office of Juvenile Justice - Field Services (Probation & Parole), I am approving your request as outlined in that letter. Eight (8) positions have been proposed for abolishment in this layoff.

This layoff, which will be effective at the close of business on February 23, 2010, must be conducted in compliance with Chapter 17 of the Civil Service Rules. The organizational unit for this layoff is OJJ - Field Services (Probation & Parole), and the commuting areas are East Baton Rouge, Orleans, Lafayette, St. Landry, Caddo, Ouachita and Lafourche Parishes, respectively for positions domiciled in each named parish. C.S. Rule 17.20 (a) will apply and will freeze hiring in applicable career fields. All affected permanent employees are eligible for the Department Preferred Reemployment List, as outlined herein.

The positions to be abolished are listed in your layoff plan, a copy of which is attached. We note that you have requested exemption under C.S. Rule 17.15 (e) to expand the career field 9999 but no exceptions under C.S. Rule 17.3.

Please make this plan generally available to the employees of Office of Juvenile Justice - Field Services (Probation & Parole) in accordance with Civil Service Rule 17.12 (d). If there are future amendments to the layoff plan, approval of such amendments must also be made available to employees.

In accordance with Civil Service Rule 17.22, please send us a report notifying us of all personnel actions taken relative to the layoff as soon as all layoff actions are concluded. Indicate any employees who have not attained permanent status, so their names will not be placed on the preferred reemployment lists. A chart of layoff actions (Post Layoff Action Report) and a Post Layoff Summary Report are attached. An electronic version of the Post Layoff Action Report is available on the DSCS website in the Layoff portion of the handbook. It is important that all information requested on the Post Layoff Action Report and Post Layoff Summary Report be provided. Please submit both of these reports, and copies of all Department Preferred Reemployment List forms (see attached) and Civil Service applications, if applicable, for each employee as discussed below. It is acceptable to submit a current completed copy of the SF 10 for this purpose only.

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Mrs. Mary Livers  
February 15, 2010  
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You are instructed to distribute and explain to each permanent employee his/her rights for the Department Preferred Reemployment List. For purposes of the Department Preferred Reemployment List, the department as defined in Civil Service Rule 1.12 for employees affected by this layoff plan shall be Office of Juvenile Justice. Please see that each employee is given a copy of Civil Service Rule 17.19 (attached) at the time final notification of the layoff is given to each employee.

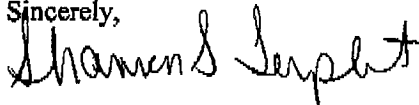
All eligible permanent employees must be given an opportunity to be placed on the Department Preferred Reemployment List (DPRL). (See attached form.) Three copies of this form should be made on each employee. One copy should be sent to Civil Service, one should be given to the employee and one should be kept in your agency files.

If an employee is eligible for the DPRL, but does not fill out and return the DPRL Form, document this, on the blank form and send a copy to Civil Service. Give a copy to the employee and keep a copy for your agency files.

Employees shall be notified of layoff actions, and there shall be at least five (5) calendar days between the last such notice and the effective date of layoff. Therefore, the approval of this layoff plan has no effect on employees' continued rights to make comments concerning this layoff and for those comments to receive full consideration.

Please contact the Program Assistance Division at 225-342-8274 if you have any questions.

Sincerely,



Shannon Templet  
Director

SST/ELM

Attachments

cc: Gwen Jones, Human Resources Director  
Elizabeth Montalbano, Assistance Coordinator  
Amy Templet, Staffing Analyst

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BOBBY JINDAL, Governor

MARY L. LIVERS, MSW, PH.D., Deputy Secretary

## Office of Juvenile Justice

February 5, 2010

Director of Civil Service  
 Department of State Civil Service  
 P.O. Box 94111  
 Baton Rouge, LA 70804 - 94111

Dear Director:

In accordance with the provisions of Rule 17.14, we are submitting the following written plan for a proposed layoff for the Office of Juvenile Justice. We have provided the required information below in the order listed in Rule 17.14.

1. The affected organization unit (per Rule 1.21.1) is the Office of Juvenile Justice - Field Services (Probation & Parole).
  2. The layoff is being proposed because of extremely difficult budgetary challenges in this current fiscal year. In spite of layoff avoidance measures taken earlier, all merit increases suspended for the 2010 calendar year and retirement incentive, we are still facing extreme budgetary deficits.
  3. We have taken the following budgetary reduction measures to help avoid the layoff: suspended all merit pay increases agency wide for calendar year 2010, initiated an internal hiring freeze on jobs that were previously exempt from the hiring freeze by the Division of Administration, and offered a retirement incentive to eligible employees.
  4. The proposed effective date is February 21, 2010 at the close of business.
  5. The commuting area (per Rule 1.9.01) to be used for this layoff is East Baton Rouge, Orleans, Lafayette, St. Landry, Caddo, Ouachita, and LaFourche parishes.
  6. The pay of employees who relocate to lower jobs will be cut. If pay will be cut, by what %? Pay will be reduced to the range minimum. If there is a Special Entrance Rate (SER) for a position, it will be paid according to the SER. Will the pay of any employees be red-circled? No.
  7. a.) The positions to be abolished are domiciled in the parishes of East Baton Rouge, Orleans, Lafayette, St. Landry, Caddo, Ouachita, and LaFourche.  
 b.) The job titles, number of positions in each job title and the career fields for the positions being abolished: See Attachment A
- | Civil Service Job Title   | # of Positions | Career Field |
|---|----------------|--------------|
| 8. Jobs in Career Field 9999 <u>will</u> be abolished. If any affected employees are in Career Field 9999, propose an appropriate expansion of their career field, with justification. <u>We are not requesting an expansion because we do not believe it to be in the best interest of the agency in light of the serious budget deficits we face. Further we do not believe that there are comparative or appropriate jobs suitable to these individuals.</u> |                |              |
| 9. The Parish, Career Field, Name, Job Title and Adjusted Service Date for employees expected to be laid off. <u>See Attachment B</u>   |                |              |
| 10. The Parish, Career Field, Name, Job Title and Adjusted Service Date and proposed job title to be offered for employees who will be moved to vacancies created as the result of the layoff. <u>See Attachment C</u>  |                |              |
| 11. We <u>have not</u> exempted any employees from layoff under Civil Service Rule 17.15(e). (Reasons for any requested exemptions must be provided.)   |                |              |
| 12. We <u>are not</u> requesting any exceptions under Civil Service Rule 17.3. (Reasons must be provided for any requested exceptions. Include exceptions that may be needed during recall of employees on Department Preferred Reemployment List.)   |                |              |

**Attachment A**

**Office of Juvenile Justice – Field Services (Juvenile P&P)  
Classified Positions Being Cut**

Position Title	# being cut	Position #	Career Group
Administrative Coord 3	1	33685	1101
Policy Planner 4	1	50369375	4103
Train/Dev Specialist 3	1	50382064	4303
Social Service Counselor 4-A	3	50361536, 50361534,	5915
	"	50361529	
Program Manager 1 Soc-Serv	2	50381686, 50365110	9999
			02/04/2010 sj

**Office of Juvenile Justice – Field Services (Juvenile P&P)**

**Attachment B**

P parish	Career Field	Employee Name	Job Title	Advised
Orleans	1101	Shalanda Wells	Administrative Coord 3	01/27/2002
EBR	4103	Diana Williamson	Policy Planner 4	07/20/1986
Orleans	4303	Judy Warren	Train/Dev Specialist 3	03/13/1995
Caddo	5915	Vernon Williams	Social Service Counselor 4A	08/18/2003
EBR	5915	Yolanda Latimer	Social Service Counselor 4A	04/24/2006
St. Landry	5915	Stephanie Ledet	Social Service Counselor 4A	11/03/2008
EBR	9999	Elizabeth Meng	Program Manager 1-Soc Serv	02/13/2002
EBR	9999	Carla Leyda	Program Manager 1-Soc Serv	09/15/1995
				02/04/2010 sj

#9 on the layoff letter (expected to be laid off) Field Services

Attachment C

Parish	Career Field	Employee Name	Job Title	Ad Svc Bd	Proposed Title (if not offered)
EBR	5915	Jennifer Anderson	Social Serv Counselor 4A	01/04/2001	Social Serv Counselor 4A
Orleans	1101	Gail Miller	Administrative Coord 3	10/22/1990	Administrative Coord 3
					02/04/2010 sj

#30 on the layoff letter (to be moved to vacancies created) Field Services

**Attachment D****Office of Juvenile Justice -- Field Services Unclassified**

PersNo	Last/First Name	ESG Text	Job Title	Ann Salary	Rule #
00103376	DIXON RUBY	Unclass Regular Ex	INSTRUCTOR	\$ 90,976.08	4.1(d)2
00032655	FRANKLIN DEBRA	Unclass Regular Ex	INSTRUCTOR	86,590.92	4.1(d)2
00214948	GLOSTON LOU BERTHA	Unclass Regular Ex	INSTRUCTOR	93,701.92	4.1(d)2
00221642	JENKINS SHIRLEY	Unclass Regular Ex	INSTRUCTOR	92,474.98	4.1(d)2
				02/04/2010 s)	